



Meeting:

**Reservoir Committee & Authority Board
Agenda Item 2.7**

May 22, 2026

Subject:

Executive Services Coordinator

Requested Action:

Reservoir Committee and Authority Board consider approval of a consulting agreement/contract with Hodge Executive Services (Sarah Hodge) to provide Executive Coordination Services in the amount not to exceed \$14,800/month for the period of June 1, 2026, through December 31, 2026.

Detailed Description/Background:

The Sites Project Authority released Request for Proposals (RFP) No. 26-02 for Executive Services Coordinator services on March 31, 2026, with proposals due April 27, 2026. The Executive Services Coordinator is a key organizational role that supports the Executive Director, Authority Board, Reservoir Committee, and project leadership, particularly as the organization transitions from Phase 2 (Planning) into Phase 3/4/5 (Final Design, Construction, and Operations). See Attachments B and C for a depiction of the position's location within the organization and a description of the job responsibilities, respectively.

Proposals were solicited via PlanetBids and the Authority website. A review and evaluation process was conducted under the direction of the Executive Director in accordance with the evaluation criteria outlined in the RFP. Based on qualifications, experience, and alignment with Authority values, the Authority has selected Sarah Hodge to fill the role. She brings a skillset and experience that fit well with the job duties, and her past work with numerous water districts, while in the role at ACWA, managing ACWA activities and functions across 3 Southern California regions, provides her with a strong understanding of the needs and workflow within public water agencies. Her resume is attached. Contract negotiations were conducted, and she has agreed to the terms within the independent contractor standard agreement.

Contract Term and Compensation:

The proposed contract is anticipated to commence on or about June 8, 2026 and extend through the end of 2026, corresponding with the planned completion of Phase 2 of the Project. The contract includes provisions for termination for convenience with 60 days' notice. Compensation is proposed on a fully loaded

monthly retainer basis and has been reviewed for consistency with comparable public-sector executive administrative leadership roles.

Organizational Considerations:

This position represents a strategic investment in organizational capacity and governance readiness. The Executive Services Coordinator will play a central role in strengthening internal systems, improving coordination across consultants and contractors, and supporting Authority leadership as the project advances into design and construction.

Marcia Kivett has been serving in this role with the project since mid 2019. She announced earlier this year her planned retirement from Brown and Caldwell, including no longer providing her services to the Authority. Marcia has played a pivotal role on the Project's leadership team. Over the past seven years, she has completed numerous significant special projects including development of policies and procedures from scratch, organized and transferred all of the paper and electronic Authority files to a Sharepoint based centralized system, ensured a 100% compliance record with Brown Act, meeting agenda organization and posting, accurately and completely responding to requests for public records and overall records management. Whenever there was an additional duty or job that needed to be done, Marcia would be the first to volunteer, and she would do the job well, no matter what it was. Her most enduring contribution will be the positive effect she has had on the culture of the organization. Her services will be missed. She has agreed to assist in the successful transition of Sarah into the position for a few months on a limited hours basis.

Prior Action: None.

Fiscal Impact/Funding Source: Funding for these services is included within the approved Amendment 3 workplan and is included in the FY26 Approved Budget. Continued services in subsequent phases would be subject to future Board approval and funding commitments.

Staff Contact: Jerry Brown

Primary Service Provider: None.

Attachments: Attachment A: Sarah Hodge Resume

Attachment B: Revised May 2026 Phase 3/4/5 Organization Chart

Attachment C: Executive Services Coordinator Roles and Responsibilities

SARAH L. HODGE

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EXPERIENCE

EXECUTIVE DIRECTOR OF DEVELOPMENT

YMCA of Superior California | Sacramento, CA | March 2025 – Present

- Lead strategy and operations for organization-wide fundraising efforts, including annual campaigns, events, corporate partnerships, grants, and donor engagement initiatives.
- Manage approximately \$615,000 in contributed revenue and \$300,000 department operating budget, monitoring metrics and analyzing donor data to inform strategy and meet goals.
- Supervise grants manager to ensure effective research, proposal development, compliance, and reporting to meet program funding goals.
- Plan and execute annual fundraising event engaging 300+ attendees and raising more than \$98,000. Responsibilities include committee and volunteer coordination, vendor management, sponsorship solicitation and stewardship, program development, and post-event donor follow-up.
- Serve as staff liaison to the Board of Directors Financial Development Committee. Coordinate agendas, meeting materials, and follow-up to support effective governance and volunteer leadership engagement in fundraising.

SENIOR MEMBER ENGAGEMENT MANAGER

California State Association of Counties | Sacramento, CA | August 2024 – March 2025

- Lead member engagement department, overseeing communications, social media, events, and programs that enhanced member engagement and recognition.
- Managed a team of three, including a member engagement manager, multimedia content coordinator, and member services assistant.
- Served as project manager for the transition to a new association management software, the core system for contact management, committee engagement, event registration, and a suite of backend member services. Led a detailed process to ensure the accurate migration of contact records and data. Collaborated with staff across the association to customize the software to meet unique departmental needs. Coordinated comprehensive training to ensure a successful implementation.
- Co-led a complete redesign of the organization's website to enhance user experience and expand member resources. Collaborating on strategy, design, content development, and brand alignment.

REGIONAL AFFAIRS REPRESENTATIVE

Association of California Water Agencies | Sacramento, CA | January 2022 – August 2024

- Served as liaison to 148 public water agency members in Southern California, ensuring that agency leadership and elected board members were actively engaged with the association.
- Facilitated regional governance structure through effective management of three Region Boards. Worked with each board to develop and implement an annual work plan that enhanced collaboration between members, built support for legislative and regulatory priorities, and facilitated effective representation of Region members on statewide board.

- Developed a range of Region meetings, tours, and educational programs. Ensured content relevance and engagement through regular communication with members to understand their concerns and goals, pre- and post-event surveys, alignment with ACWA priorities, and staying current on critical California water issues.
- Collaborated with specialists on event logistics to ensure seamless events that received positive feedback and met attendance goals. Managed event budgets.
- Created effective and clear communications materials, including event promotion materials, scripts for staff and volunteer leaders, meeting minutes and agendas. Ensured consistency in messaging and branding.

DIRECTOR OF DEVELOPMENT

California State University Sacramento | Sacramento, CA | July 2019 – July 2021

- Oversaw all fundraising activities for the College of Education and the College of Social Sciences & Interdisciplinary Studies, working with both deans to establish fundraising priorities, messaging, and strategy.
- Closed 5- and 6-figure gifts from individual and corporate donors exceeding fundraising goals each year.
- Developed strong relationships with portfolio of 120+ individual and corporate donors, planning regular strategic meetings and engaging them with the University.
- Coordinated annual giving strategy and messaging for direct mail and email solicitations and annual Give Sac State Day event. Modified messaging in immediate response to 2020 pandemic, resulting in increased support to meet students' emergency needs. Leveraged challenges and ambassadors to increase dollars received and number of new donors each year.
- Adapted engagement strategies for virtual operations and hosted online events, including successful Meet the Dean events and custom estate planning sessions that engaged donors and created pipeline of new leads.

DIRECTOR OF DEVELOPMENT

ASSOCIATE DIRECTOR OF DEVELOPMENT

University of California Davis | Davis, CA | September 2016 – July 2019

- Actively managed prospect pool of 100+ College of Engineering alumni in Northern and Southern CA, engaging and stewarding them to secure major gifts of \$50,000+ to support key College priorities as part of a \$2 billion university-wide campaign.
- Served as liaison to two College departments, working closely with the department chairs to identify and communicate department priorities and enhance alumni engagement to build stronger pipeline of donors.
- Built and managed a corporate prospect portfolio of 50 companies in the coffee industry, focusing on soliciting major gifts for a \$6 million capital project.
- Established and managed development program for the newly created UC Davis Coffee Center, including building a pipeline of corporate prospects, developing digital and print communications and case for support, setting goals and overall strategy for capital funding needs, and managing advisory committee.

- Launched inaugural UC Davis Coffee Center Industrial Advisory Task Force, a philanthropy-focused committee made up of leaders from top companies in the coffee industry.
- Notable gifts closed: \$5 million outright gift from alumnus for the College's top building priority; \$6 million planned gift from alumni couple, which included an estate commitment and charitable remainder unitrust to benefit multiple units across campus; \$750,000 gift from a privately held, international company to support Coffee Center capital project; additional five- and six-figure gifts.

ASSOCIATE DIRECTOR OF ANNUAL GIVING

Haverford College | Haverford, PA | July 2013 – August 2016

- Managed 250+ alumni and parent prospects in California and the Northeast, securing annual fund gifts of \$10,000 - \$100,000.
- Secured new leadership level annual fund gifts and multi-year campaign commitments, helping College realize its most successful year to date with over \$30 million raised and highest annual fund totals.
- Qualified, cultivated, and solicited prospects, with goal of securing sustainable leadership level annual fund gifts (\$1,833+), five- and six-figure campaign commitments, and planned gifts. Expanded major gift pipeline by initiating contact with over 100 never visited alumni and developed ongoing engagement strategies.
- Contributed to successful launch of the public phase of a \$225 million campaign and helped College surpass its campaign goal more than one year prior to deadline.

DEVELOPMENT ASSOCIATE

Ronald McDonald House of Chapel Hill | Chapel Hill, NC | April 2011 – June 2013

VOLUNTEER AND COMMUNICATIONS COORDINATOR

Habitat for Humanity of Greensboro | Greensboro, NC | September 2009 – March 2011

AMERICORPS MEMBER

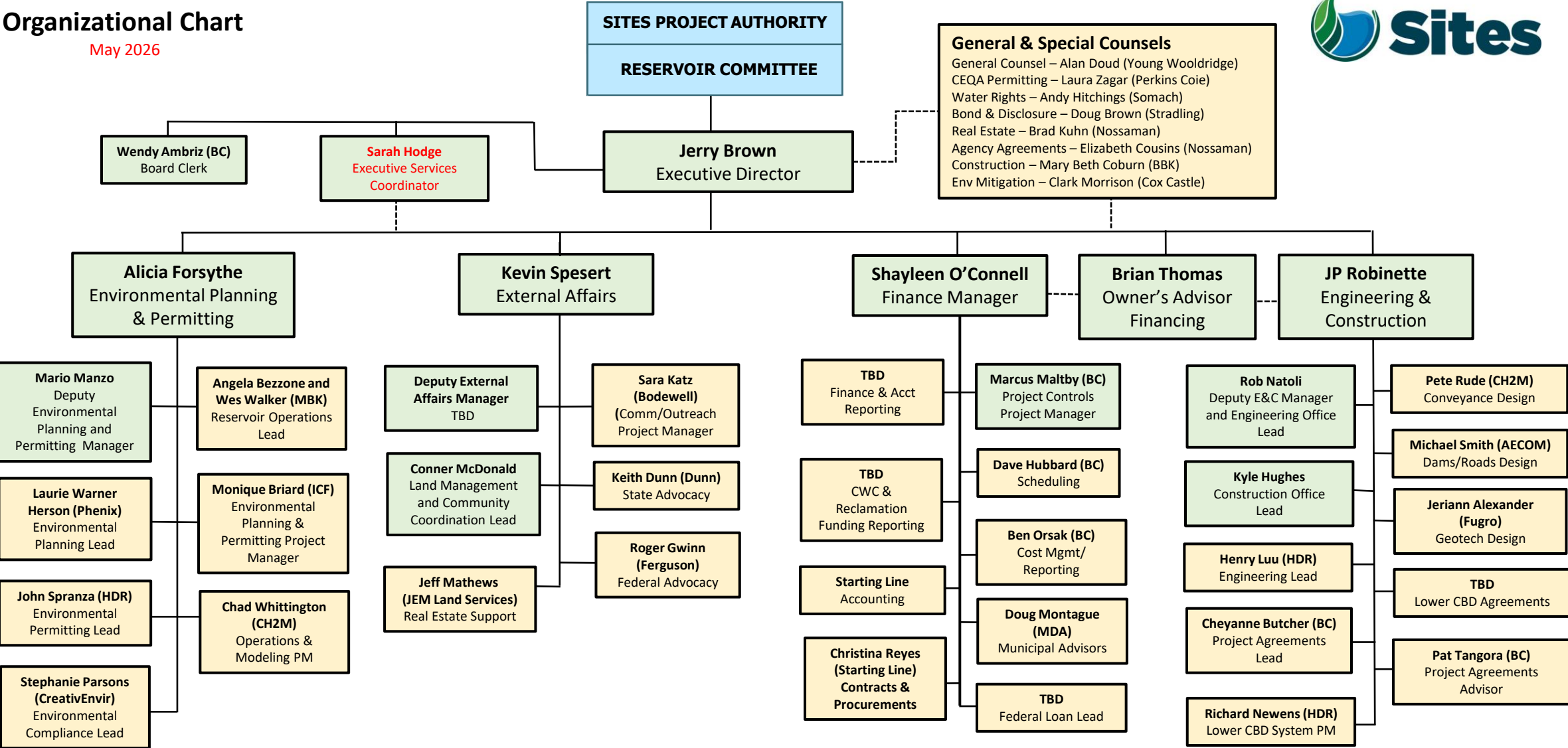
Housing Greensboro | Greensboro, NC | September 2008 – July 2009

EDUCATION AND AFFILIATIONS

BACHELOR OF SCIENCE, BIOLOGY	University of California Santa Barbara
SERGEANT AT ARMS, BOARD OF DIRECTORS	Rotary Club of Sacramento
CO-CHAIR, SACRAMENTO CENTURY COMMITTEE	Rotary Club of Sacramento

Organizational Chart

May 2026





**Sites Project Authority
Executive Services Coordinator RFP #26-02
Exhibit A
Scope of Services**

POSITION TITLE: Executive Services Coordinator

POSITION REPORTS TO: Executive Director

FUNCTIONS REPORTING TO POSITION

The Executive Services Coordinator provides direct supervision and management of administrative support staff and coordinates administrative services across Authority programs and contractors in support of the project's executive and Authority leadership. The position is responsible for assigning work, setting priorities, ensuring quality and timeliness of deliverables, and supporting the performance and development of administrative staff working on the project.

The scope and focus of coordination may evolve over time based on project phase, organizational needs, and leadership direction.

1. Purpose of the Role

The Executive Services Coordinator provides advanced administrative, organizational, and coordination support to the Executive Director and Authority leadership. This role ensures the smooth, efficient, and professional functioning of executive, governance, and program-level activities by coordinating schedules, meetings, communications, records, systems, and follow-through across the organization.

Operating at a level beyond traditional administrative support, the Executive Services Coordinator applies sound judgment, discretion, and initiative to anticipate needs, integrate information across teams, and support alignment between leadership direction and day-to-day execution. The role enables executive leadership to remain focused on strategic, policy, and decision-making responsibilities while ensuring operational continuity and accountability.

2. General Roles and Responsibilities

Serve as a central coordination point supporting executive leadership and the Authority's implementation of a large-scale, multi-billion-dollar public infrastructure project. The Executive Services Coordinator combines high-level administrative expertise with broad organizational awareness to ensure governance processes, communications across all functions of the organization, and coordination activities are executed accurately, consistently, and on schedule.



Key responsibilities include, but are not limited to, the following:

Executive & Administrative Coordination

- Provide high-level administrative support to the Executive Director, other senior leaders of the project, and the Board members, including complex scheduling, meeting coordination, routine communications and routings, and preparation and distribution of letters, emails and other correspondence, and engaging effectively with external leaders and their executive assistants as the authorized representative of the Sites Project.
- Anticipate executive needs, manage competing priorities, and ensure timely tracking and follow-through on assignments and commitments.
- Serve as a trusted point of contact for internal and external inquiries directed to executive leadership.
- Coordinate onboarding of new consultants by coordinating IT requirements and providing training on SharePoint and other organizational systems.

Board, Committee & Meeting Support

- Coordinate and be the primary preparer of Authority Board, committee, leadership, and workgroup meetings, including calendars, agendas, packets, and supporting materials.
- Support and manage Board meeting agenda development and staff report workflows to ensure materials are accurate, complete, and decision-ready.
- Monitor meetings to capture action items, decisions, and follow-ups, and track completion as directed.
- Perform and ensure compliance with public meeting state requirements, maintain the records standards and policy, and be responsible for posting Board materials on the website and ensuring all related procedures and protocols are adhered to.

Organizational & Cross-Team Coordination

- Coordinate across program areas—including environmental, engineering, construction, land acquisition, project controls, and administration—to support and align the team on effective and integrated project delivery.
- Facilitate internal information flow among Board members, leadership staff, consultants and contractors to ensure gaps, duplication, or misalignment are avoided.
- Support resolution of cross-functional coordination issues by identifying needs, clarifying next steps, and escalating items appropriately.

Records, Information & Systems Support

- Coordinate document management, records organization, and information governance in alignment with Authority policies and legal requirements.



- Manages the use and organization of collaboration platforms (e.g., SharePoint, OneDrive, meeting systems) to promote consistency and accessibility.
- Be the central clearinghouse for coordinating with and directing the work of the project's IT provider.
- Manages records requests, document retrieval and redaction support. Effectively coordinate with Legal Counsel for review of records as necessary.
- Coordinates website updates and content uploads.

Administrative Leadership & Supervision

- Directly supervise and manage assigned administrative staff and associated consultants, including work assignment, prioritization, performance feedback, and professional development.
- Serve as the primary administrative lead for the Authority, establishing expectations, workflows, and standards for administrative support functions.
- Ensure administrative resources are effectively deployed to support executive leadership, board operations, and program needs.
- Coordinate coverage, continuity, and workload balancing across administrative functions.

3. Flexibility and Adaptability

This role is intentionally broad and adaptive. Responsibilities may shift as the Authority advances through different project phases, organizational changes, different leadership styles, or emerging and changing priorities. Working on the Sites Reservoir Project in this capacity requires a person with a positive, can-do attitude toward the work. The individual in this role is expected to establish new systems, refine existing processes, and support leadership across evolving workstreams.

Success in this role requires sound judgment, discretion, organizational awareness, attention to detail, and the ability to support complex activities without direct line authority.